



COUNTY OF LOS ANGELES OFFICE OF PROTOCOL

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 375
LOS ANGELES, CALIFORNIA 90012
(213) 974-1307 • FAX (213) 621-2084
<http://cao.co.la.ca.us>

SANDRA J. AUSMAN
CHIEF OF PROTOCOL

LOURDES SAAB
DEPUTY CHIEF OF PROTOCOL

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

MISSION STATEMENT

LOS ANGELES COUNTY OFFICE OF PROTOCOL

To ensure that appropriate protocol is observed when foreign dignitaries visit Los Angeles County, to maintain a liaison with the Los Angeles Consular Corps, to promote international business, tourism and cultural exchanges throughout Los Angeles County and to increase international understanding and cultural awareness.

Responsibilities of the Office of Protocol include:

- Plans and implements the visits of chiefs of state/heads of government and other distinguished foreign officials, above the rank of ambassador, to Los Angeles County;
- Serves as liaison with foreign embassies, the Consular Corps, State of California, City of Los Angeles, and other relevant organizations and jurisdictions;
- Provides the Board of Supervisors with staff support when receiving foreign visitors;
- On behalf of the Board of Supervisors, serves as the liaison between the Los Angeles Consular Corps and County departments and cultural facilities;
- Serves as the County liaison to protocol offices of the U.S. State Department, State of California, City of Los Angeles, County of Orange and other cities and states, sharing information, ideas and expertise on working with consulate offices, receiving foreign dignitaries and observing foreign customs;
- Coordinates with the International Liaison Unit, Sheriff's Department of Los Angeles County; U.S. Secret Service, U.S. State Department Bureau of Diplomatic Security and other law enforcement and intelligence agencies that are involved with the consular community and visits of dignitaries;
- Coordinates with U.S. State Department Office of Foreign Missions;
- Works with civic groups such as the World Affairs Council, International Visitors Council of Los Angeles, Town Hall Los Angeles, Los Angeles Area Chamber of Commerce and LA Inc. (The Los Angeles Convention and Visitors Bureau) to offer hospitality to foreign dignitaries and to showcase the Los Angeles County region;
- Raises funds to support events hosted by the Board of Supervisors for the Consular Corps and visiting foreign dignitaries, including the annual Los Angeles Consular Corps Golf/Tennis Invitational;
- Provides information about protocol, etiquette, international customs, flag etiquette and other related issues to County departments, the public, business and academic communities and other jurisdictions;
- Coordinates activities for Sister County or Friendship Agreements with similar jurisdictions in other countries.

HISTORY:

The Los Angeles County Office of Protocol was established by the Board of Supervisors in December 1982. The Chief of Protocol is a volunteer appointed by the Board of Supervisors. Sandra J. Ausman has served as Chief of Protocol since October 1985; her predecessor was Margaret Paterson Carr, who served as Chief of Protocol from 1983 to 1985. The Deputy Chief of Protocol, a staff position, is held by Lourdes Saab since April 18, 2005. Her predecessor was Ginger Barnard.

